



## Example of Program Assistant Director Job Description

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Our innovative and growing company is looking to fill the role of program assistant director. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for program assistant director

- Serves as primary liaison with campus IT services for copier/fax/printer vendors
- Acquires, organizes, and stores printed materials, schedules and brochures from various University departments, community organizations and transportation companies for distribution from the Ent Center Information Desk/Box Office
- Will handle, support and may oversees cash transactions and sales, including reconciling cash and charges, maintaining balanced register and resolving discrepancies
- Works on additional projects as requested by the Executive Director of UCCS Presents
- Keeps records of sick and vacation leave for UCCS Presents
- Works with staff to address customer concerns
- Determine marketing needs, identify resources, oversee creation and create marketing pieces, implement marketing plans by mobilizing others
- Present reports to donors, supporters, and other groups to promote Relationship IQ and the Boone Center for the Family
- Guest lecture in classes, provide consultation for faculty members, partner with faculty for student projects
- Hire, train (intensive training required), manage and mentor student interns to operate with high level of responsibility

- Is a team player who is able to use independent judgment and take initiative
- Baccalaureate and Master's Degrees in Nursing
- Five (5) years of experience in clinical practice and five (5) years of experience in nursing education
- Current licensure to practice nursing in the state of Louisiana
- Previous management/administrative experience preferred, including data collection
- Must have collegiate and/or professional playing experience